

OGC Has Reviewed

SECRET  
DDA  
File Bldg 63

DD  
15 SEP 1971

IN REPLY REFER

LETTER ORDER NO.

MEMORANDUM FOR:

ATTENTION: Support Activities Division

SUBJECT: Request for Assistance with Construction

2. (C) It is proposed that one contractor be tasked with foundation design and construction as well as erection of the prefabricated building. Information on soil conditions will be furnished by the Agency. Design of utilities will be accomplished by the Agency

3. (C) Based on recent estimates for prefabricated building shells, the cost of this project, including the foundation and utilities, is estimated at \$230,000.

WARNING NOTICE  
SENSITIVE INTELLIGENCE SOURCES  
AND METHODS INVOLVED

SECRET

Approved For Release 2001/09/01 : CIA-RDP81-00742R000100110011-0

OL 74169  
CLASSIFIED BY 036705  
EXEMPT FROM GENERAL DECLASSIFICATION  
SCHEDULE OF 11052, EXEMPTION CODE 25X1C  
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100) (101) (102) (103) (104) (105) (106) (107) (108) (109) (110) (111) (112) (113) (114) (115) (116) (117) (118) (119) (120) (121) (122) (123) (124) (125) (126) (127) (128) (129) (130) (131) (132) (133) (134) (135) (136) (137) (138) (139) (140) (141) (142) (143) (144) (145) (146) (147) (148) (149) (150) (151) (152) (153) (154) (155) (156) (157) (158) (159) (160) (161) (162) (163) (164) (165) (166) (167) (168) (169) (170) (171) (172) (173) (174) (175) (176) (177) (178) (179) (180) (181) (182) (183) (184) (185) (186) (187) (188) (189) (190) (191) (192) (193) (194) (195) (196) (197) (198) (199) (200) (201) (202) (203) (204) (205) (206) (207) (208) (209) (210) (211) (212) (213) (214) (215) (216) (217) (218) (219) (220) (221) (222) (223) (224) (225) (226) (227) (228) (229) (230) (231) (232) (233) (234) (235) (236) (237) (238) (239) (240) (241) (242) (243) (244) (245) (246) (247) (248) (249) (250) (251) (252) (253) (254) (255) (256) (257) (258) (259) (260) (261) (262) (263) (264) (265) (266) (267) (268) (269) (270) (271) (272) (273) (274) (275) (276) (277) (278) (279) (280) (281) (282) (283) (284) (285) (286) (287) (288) (289) (290) (291) (292) (293) (294) (295) (296) (297) (298) (299) (300) (301) (302) (303) (304) (305) (306) (307) (308) (309) (310) (311) (312) (313) (314) (315) (316) (317) (318) (319) (320) (321) (322) (323) (324) (325) (326) (327) (328) (329) (330) (331) (332) (333) (334) (335) (336) (337) (338) (339) (340) (341) (342) (343) (344) (345) (346) (347) (348) (349) (350) (351) (352) (353) (354) (355) (356) (357) (358) (359) (360) (361) (362) (363) (364) (365) (366) (367) (368) (369) (370) (371) (372) (373) (374) (375) (376) (377) (378) (379) (380) (381) (382) (383) (384) (385) (386) (387) (388) (389) (390) (391) (392) (393) (394) (395) (396) (397) (398) (399) (400) (401) (402) (403) (404) (405) (406) (407) (408) (409) (410) (411) (412) (413) (414) (415) (416) (417) (418) (419) (420) (421) (422) (423) (424) (425) (426) (427) (428) (429) (430) (431) (432) (433) (434) (435) (436) (437) (438) (439) (440) (441) (442) (443) (444) (445) (446) (447) (448) (449) (450) (451) (452) (453) (454) (455) (456) (457) (458) (459) (460) (461) (462) (463) (464) (465) (466) (467) (468) (469) (470) (471) (472) (473) (474) (475) (476) (477) (478) (479) (480) (481) (482) (483) (484) (485) (486) (487) (488) (489) (490) (491) (492) (493) (494) (495) (496) (497) (498) (499) (500) (501) (502) (503) (504) (505) (506) (507) (508) (509) (510) (511) (512) (513) (514) (515) (516) (517) (518) (519) (520) (521) (522) (523) (524) (525) (526) (527) (528) (529) (530) (531) (532) (533) (534) (535) (536) (537) (538) (539) (540) (541) (542) (543) (544) (545) (546) (547) (548) (549) (550) (551) (552) (553) (554) (555) (556) (557) (558) (559) (560) (561) (562) (563) (564) (565) (566) (567) (568) (569) (570) (571) (572) (573) (574) (575) (576) (577) (578) (579) (580) (581) (582) (583) (584) (585) (586) (587) (588) (589) (590) (591) (592) (593) (594) (595) (596) (597) (598) (599) (600) (601) (602) (603) (604) (605) (606) (607) (608) (609) (610) (611) (612) (613) (614) (615) (616) (617) (618) (619) (620) (621) (622) (623) (624) (625) (626) (627) (628) (629) (630) (631) (632) (633) (634) (635) (636) (637) (638) (639) (640) (641) (642) (643) (644) (645) (646) (647) (648) (649) (650) (651) (652) (653) (654) (655) (656) (657) (658) (659) (660) (661) (662) (663) (664) (665) (666) (667) (668) (669) (670) (671) (672) (673) (674) (675) (676) (677) (678) (679) (680) (681) (682) (683) (684) (685) (686) (687) (688) (689) (690) (691) (692) (693) (694) (695) (696) (697) (698) (699) (700) (701) (702) (703) (704) (705) (706) (707) (708) (709) (710) (711) (712) (713) (714) (715) (716) (717) (718) (719) (720) (721) (722) (723) (724) (725) (726) (727) (728) (729) (730) (731) (732) (733) (734) (735) (736) (737) (738) (739) (740) (741) (742) (743) (744) (745) (746) (747) (748) (749) (750) (751) (752) (753) (754) (755) (756) (757) (758) (759) (760) (761) (762) (763) (764) (765) (766) (767) (768) (769) (770) (771) (772) (773) (774) (775) (776) (777) (778) (779) (780) (781) (782) (783) (784) (785) (786) (787) (788) (789) (790) (791) (792) (793) (794) (795) (796) (797) (798) (799) (800) (801) (802) (803) (804) (805) (806) (807) (808) (809) (810) (811) (812) (813) (814) (815) (816) (817) (818) (819) (820) (821) (822) (823) (824) (825) (826) (827) (828) (829) (830) (831) (832) (833) (834) (835) (836) (837) (838) (839) (840) (841) (842) (843) (844) (845) (846) (847) (848) (849) (850) (851) (852) (853) (854) (855) (856) (857) (858) (859) (860) (861) (862) (863) (864) (865) (866) (867) (868) (869) (870) (871) (872) (873) (874) (875) (876) (877) (878) (879) (880) (881) (882) (883) (884) (885) (886) (887) (888) (889) (890) (891) (892) (893) (894) (895) (896) (897) (898) (899) (900) (901) (902) (903) (904) (905) (906) (907) (908) (909) (910) (911) (912) (913) (914) (915) (916) (917) (918) (919) (920) (921) (922) (923) (924) (925) (926) (927) (928) (929) (930) (931) (932) (933) (934) (935) (936) (937) (938) (939) (940) (941) (942) (943) (944) (945) (946) (947) (948) (949) (950) (951) (952) (953) (954) (955) (956) (957) (958) (959) (960) (961) (962) (963) (964) (965) (966) (967) (968) (969) (970) (971) (972) (973) (974) (975) (976) (977) (978) (979) (980) (981) (982) (983) (984) (985) (986) (987) (988) (989) (990) (991) (992) (993) (994) (995) (996) (997) (998) (999) (1000) (1001) (1002) (1003) (1004) (1005) (1006) (1007) (1008) (1009) (1010) (1011) (1012) (1013) (1014) (1015) (1016) (1017) (1018) (1019) (1020) (1021) (1022) (1023) (1024) (1025) (1026) (1027) (1028) (1029) (1030) (1031) (1032) (1033) (1034) (1035) (1036) (1037) (1038) (1039) (1040) (1041) (1042) (1043) (1044) (1045) (1046) (1047) (1048) (1049) (1050) (1051) (1052) (1053) (1054) (1055) (1056) (1057) (1058) (1059) (1060) (1061) (1062) (1063) (1064) (1065) (1066) (1067) (1068) (1069) (1070) (1071) (1072) (1073) (1074) (1075) (1076) (1077) (1078) (1079) (1080) (1081) (1082) (1083) (1084) (1085) (1086) (1087) (1088) (1089) (1090) (1091) (1092) (1093) (1094) (1095) (1096) (1097) (1098) (1099) (1100) (1101) (1102) (1103) (1104) (1105) (1106) (1107) (1108) (1109) (1110) (1111) (1112) (1113) (1114) (1115) (1116) (1117) (1118) (1119) (1120) (1121) (1122) (1123) (1124) (1125) (1126) (1127) (1128) (1129) (1130) (1131) (1132) (1133) (1134) (1135) (1136) (1137) (1138) (1139) (1140) (1141) (1142) (1143) (1144) (1145) (1146) (1147) (1148) (1149) (1150) (1151) (1152) (1153) (1154) (1155) (1156) (1157) (1158) (1159) (1160) (1161) (1162) (1163) (1164) (1165) (1166) (1167) (1168) (1169) (1170) (1171) (1172) (1173) (1174) (1175) (1176) (1177) (1178) (1179) (1180) (1181) (1182) (1183) (1184) (1185) (1186) (1187) (1188) (1189) (1190) (1191) (1192) (1193) (1194) (1195) (1196) (1197) (1198) (1199) (1200) (1201) (1202) (1203) (1204) (1205) (1206) (1207) (1208) (1209) (1210) (1211) (1212) (1213) (1214) (1215) (1216) (1217) (1218) (1219) (1220) (1221) (1222) (1223) (1224) (1225) (1226) (1227) (1228) (1229) (1230) (1231) (1232) (1233) (1234) (1235) (1236) (1237) (1238) (1239) (1240) (1241) (1242) (1243) (1244) (1245) (1246) (1247) (1248) (1249) (1250) (1251) (1252) (1253) (1254) (1255) (1256) (1257) (1258) (1259) (1260) (1261) (1262) (1263) (1264) (1265) (1266) (1267) (1268) (1269) (1270) (1271) (1272) (1273) (1274) (1275) (1276) (1277) (1278) (1279) (1280) (1281) (1282) (1283) (1284) (1285) (1286) (1287) (1288) (1289) (1290) (1291) (1292) (1293) (1294) (1295) (1296) (1297) (1298) (1299) (1300) (1301) (1302) (1303) (1304) (1305) (1306) (1307) (1308) (1309) (1310) (1311) (1312) (1313) (1314) (1315) (1316) (1317) (1318) (1319) (1320) (1321) (1322) (1323) (1324) (1325) (1326) (1327) (1328) (1329) (1330) (1331) (1332) (1333) (1334) (1335) (1336) (1337) (1338) (1339) (1340) (1341) (1342) (1343) (1344) (1345) (1346) (1347) (1348) (1349) (1350) (1351) (1352) (1353) (1354) (1355) (1356) (1357) (1358) (1359) (1360) (1361) (1362) (1363) (1364) (1365) (1366) (1367) (1368) (1369) (1370) (1371) (1372) (1373) (1374) (1375) (1376) (1377) (1378) (1379) (1380) (1381) (1382) (1383) (1384) (1385) (1386) (1387) (1388) (1389) (1390) (1391) (1392) (1393) (1394) (1395) (1396) (1397) (1398) (1399) (1400) (1401) (1402) (1403) (1404) (1405) (1406) (1407) (1408) (1409) (1410) (1411) (1412) (1413) (1414) (1415) (1416) (1417) (1418) (1419) (1420) (1421) (1422) (1423) (1424) (1425) (1426) (1427) (1428) (1429) (1430) (1431) (1432) (1433) (1434) (1435) (1436) (1437) (1438) (1439) (1440) (1441) (1442) (1443) (1444) (1445) (1446) (1447) (1448) (1449) (1450) (1451) (1452) (1453) (1454) (1455) (1456) (1457) (1458) (1459) (1460) (1461) (1462) (1463) (1464) (1465) (1466) (1467) (1468) (1469) (1470) (1471) (1472) (1473) (1474) (1475) (1476) (1477) (1478) (1479) (1480) (1481) (1482) (1483) (1484) (1485) (1486) (1487) (1488) (1489) (1490) (1491) (1492) (1493) (1494) (1495) (1496) (1497) (1498) (1499) (1500) (1501) (1502) (1503) (1504) (1505) (1506) (1507) (1508) (1509) (1510) (1511) (1512) (1513) (1514) (1515) (1516) (1517) (1518) (1519) (1520) (1521) (1522) (1523) (1524) (1525) (1526) (1527) (1528) (1529) (1530) (1531) (1532) (1533) (1534) (1535) (1536) (1537) (1538) (1539) (1540) (1541) (1542) (1543) (1544) (1545) (1546) (1547) (1548) (1549) (1550) (1551) (1552) (1553) (1554) (1555) (1556) (1557) (1558) (1559) (1560) (1561) (1562) (1563) (1564) (1565) (1566) (1567) (1568) (1569) (1570) (1571) (1572) (1573) (1574) (1575) (1576) (1577) (1578) (1579) (1580) (1581) (1582) (1583) (1584) (1585) (1586) (1587) (1588) (1589) (1590) (1591) (1592) (1593) (1594) (1595) (1596) (1597) (1598) (1599) (1600) (1601) (1602) (1603) (1604) (1605) (1606) (1607) (1608) (1609) (1610) (1611) (1612) (1613) (1614) (1615) (1616) (1617) (1618) (1619) (1620) (1621) (1622) (1623) (1624) (1625) (1626) (1627) (1628) (1629) (1630) (1631) (1632) (1633) (1634) (1635) (1636) (1637) (1638) (1639) (1640) (1641) (1642) (1643) (1644) (1645) (1646) (1647) (1648) (1649) (1650) (1651) (1652) (1653) (1654) (1655) (1656) (1657) (1658) (1659) (1660) (1661) (1662) (1663) (1664) (1665) (1666) (1667) (1668) (1669) (1670) (1671) (1672) (1673) (1674) (1675) (1676) (1677) (1678) (1679) (1680) (1681) (1682) (1683) (1684) (1685) (1686) (1687) (1688) (1689) (1690) (1691) (1692) (1693) (1694) (1695) (1696) (1697) (1698) (1699) (1700) (1701) (1702) (1703) (1704) (1705) (1706) (1707) (1708) (1709) (1710) (1711) (1712) (1713) (1714) (1715) (1716) (1717) (1718) (1719) (1720) (1721) (1722) (1723) (1724) (1725) (1726) (1727) (1728) (1729) (1730) (1731) (1732) (1733) (1734) (1735) (1736) (1737) (1738) (1739) (1740) (1741) (1742) (1743) (1744) (1745) (1746) (1747) (1748) (1749) (1750) (1751) (1752) (1753) (1754) (1755) (1756) (1757) (1758) (1759) (1760) (1761) (1762) (1763) (1764) (1765) (1766) (1767) (1768) (1769) (1770) (1771) (1772) (1773) (1774) (1775) (1776) (1777) (1778) (1779) (1780) (1781) (1782) (1783) (1784) (1785) (1786) (1787) (1788) (1789) (1790) (1791) (1792) (1793) (1794) (1795) (1796) (1797) (1798) (1799) (1800) (1801) (1802) (1803) (1804) (1805) (1806) (1807) (1808) (1809) (1810) (1811) (1812) (1813) (1814) (1815) (1816) (1817) (1818) (1819) (1820) (1821) (1822) (1823) (1824) (1825) (1826) (1827) (1828) (1829) (1830) (1831) (1832) (1833) (1834) (1835) (1836) (1837) (1838) (1839) (1840) (1841) (1842) (1843) (1844) (1845) (1846) (1847) (1848) (1849) (1850) (1851) (1852) (1853) (1854) (1855) (1856) (1857) (1858) (1859) (1860) (1861) (1862) (1863) (1864) (1865) (1866) (1867) (1868) (1869) (1870) (1871) (1872) (1873) (1874) (1875) (1876) (1877) (1878) (1879) (1880) (1881) (1882) (1883) (1884) (1885) (1886) (1887) (1888) (1889) (1890) (1891) (1892) (1893) (1894) (1895) (1896) (1897) (1898) (1899) (1900) (1901) (1902) (1903) (1904) (1905) (1906) (1907) (1908) (1909) (1910) (1911) (1912) (1913) (1914) (1915) (1916) (1917) (1918) (1919) (1920) (1921) (1922) (1923) (1924) (1925) (1926) (1927) (1928) (1929) (1930) (1931) (1932) (1933) (1934) (1935) (1936) (1937) (1938) (1939) (1940) (1941) (1942) (1943) (1944) (1945) (1946) (1947) (1948) (1949) (1950) (1951) (1952) (1953) (1954) (1955) (1956) (1957) (1958) (1959) (1960) (1961) (1962) (1963) (1964) (1965) (1966) (1967) (1968) (1969) (1970) (1971) (1972) (1973) (1974) (1975) (1976) (1977) (1978) (1979) (1980) (1981) (1982) (1983) (1984) (1985) (1986) (1987) (1988) (1989) (1990) (1991) (1992) (1993) (1994) (1995) (1996) (1997) (1998) (1999) (2000) (2001) (2002) (2003) (2004) (2005) (2006) (2007) (2008) (2009) (2010) (2011) (2012) (2013) (2014) (2015) (2016) (2017) (2018) (2019) (2020) (2021) (2022) (2023) (2024) (2025) (2026) (2027) (2028) (2029) (2030) (2031) (2032) (2033) (2034) (2035) (2036) (2037) (2038) (2039) (2040) (2041) (2042) (2043) (2044) (2045) (2046) (2047) (2048) (2049) (2050) (2051) (2052) (2053) (2054) (2055) (2056) (2057) (2058) (2059) (2060) (2061) (2062) (2063) (2064) (2065) (2066) (2067) (2068) (2069) (2070) (2071) (2072) (2073) (2074) (2075) (2076) (2077) (2078) (2079) (2080) (2081) (2082) (2083) (2084) (2085) (2086) (2087) (2088) (2089) (2090) (2091) (2092) (2093) (2094) (2095) (2096) (2097) (2098) (2099) (2100) (2101) (2102) (2103) (2104) (2105) (2106) (2107) (2108) (2109) (2110) (2111) (2112) (2113) (2114) (2115) (2116) (2117) (21

25X1A

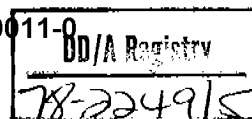
Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

The Agency Team:  
Integrating Design  
Into Policy

Fourth Federal Design  
Design Assembly Improvement Program  
September 21-22 for the Arts  
1978 Washington, DC 20506

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0



Bd/A Registry

Building + Grounds - 3

July 7, 1978

Dear Delegate:

Congratulations on having been appointed a delegate to the Fourth Federal Design Assembly. We look forward to greeting you in the Pension Building in Washington, D.C., on September 21 and 22.

We hope that the enclosed model of the Pension Building--your invitation--reflects the excitement and challenges awaiting you at the Assembly. As you will note from the program, leading professionals from government, and some from the private sector, will share with you their experiences and accomplishments in making government more responsive to the American people.

The focus of the Assembly is the "Agency Team"--members of which have an impact on design and management in the Federal government. You are an important part of that team!

Please fill out and return the enclosed registration card no later than August 1st, to assure your place at the Fourth Federal Design Assembly.

We look forward to seeing you in September.

Sincerely,

Livingston L. Biddle, Jr.  
Chairman  
National Endowment  
for the Arts

Jay V. Solomon  
Administrator  
General Services  
Administration

Enclosures

☐ UNCLASSIFIED ☐ INTERNAL USE ONLY ☐ CONFIDENTIAL ☐ SECRET

Approved For Release 2001/09/01 : CIA-RDP81-00142R000400110011-0

# ROUTING AND RECORD SHEET

DD/A Registry  
File B+G-3

SUBJECT: (Optional)

FOURTH FEDERAL DESIGN ASSEMBLY

FROM:  
Michael J. Malanick  
Associate Deputy Director for Administration

EXTENSION

NO. DDA 78-2249/4

DATE 23 June 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.  
See Distribution

As an Agency representative to the Fourth Federal Design Assembly, the attached material will be of interest to you.

ADDA/MJMalanick:lm (23 June 78) STATINT  
Distribution: (w/atts)

## Attachments:

- (1) DDA 78-2249/3, Letter to Adm. Turner from Livingston L. Biddle, Jr., & Jay W. Solomon, dated 15 June 1978, re Fourth Federal Design Assembly; w/atts.
- (2) DDA 78-2249/Att, Letter to [REDACTED] from Amy Orlian, Facilitator, Fourth Federal Design Assembly, dated 22 March 1978, concerning same subject; w/atts.

## DDA DISTRIBUTION:

- ① - DDA Subject w/atts
- 1 - DDA Chrono
- 1 - MJM Chrono

Approved For Release 2001/09/01 : CIA-RDP81-00142R000400110011-0

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	EO/DDA	6/21	<i>[Signature]</i>
2			
3	A/DDA	23 JUN 1978	<i>[Signature]</i>
4			
5	DDA ( <i>[Signature]</i> )	23 JUN 1978	<i>[Signature]</i>
6	<i>Linda</i>		
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
<p><i>Linda:</i>  <i>Send copies to all</i>  <i>those listed in</i>  <i>done 6/23</i></p> <p><i>Action</i></p>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE

# EXECUTIVE SECRETARIAT

## Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	D/DCI/IC				
4	DDS&T				
5	DDI				
6	DDA	✓			
7	DDO				
8	D/DCI/NI				
9	GC				
10	LC				
11	IG				
12	Compt				
13	D/Pers				
14	D/S				
15	DTR				
16	A/DCI/PA				
17	AO/DCI				
18	C/IPS				
19	DCI/SS				
20					
21					
22					
SUSPENSE		Date			

Remarks:

*Please prepare appropriate notifications*

The Agency Team:  
Integrating Design  
Into Policy

Fourth Federal Design  
Design Assembly Improvement Program  
September 21-22  
1978  
National Endowment  
for the Arts  
Washington, DC 20506

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

Executive Registry

78-9403

DD/A Registry

78-2242/3

June 15, 1978

Admiral Stansfield Turner  
Director  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Admiral Turner:

As cochairmen, it is our pleasure to inform you that the Fourth Federal Design Assembly will be held on September 21 and 22 in the Pension Building, Washington, D.C.

As you will note from the enclosed statement, the President attaches great importance to the Assembly and its goals: productive work environments, readable printed material, better employment of people and resources, energy conservation, and improved quality of American life. We invite your participation and support and seek your cooperation to assure that key officials from your agency who will benefit most will attend.

The emphasis of the proceedings will be on integrating design aspects into federal decision making and policy, a process that will save time, money and enhance performance. The focus of the Assembly will be on The Agency Team, those persons at the administrative, management, and design levels who have an impact on their agency's buildings, interiors, space and communications.

Assembly planners, assisted by representatives from your agency, have identified your agency team, which we are happy to nominate as delegates to the Fourth Federal Design Assembly. The names appear on the enclosed list. Although the delegates will be receiving special invitations, we would appreciate your notifying them with expressions of your support. We look forward to sharing with them, and you, a most valuable and productive conference.

Sincerely,

*Livingston Biddle*

Livingston L. Biddle, Jr.  
Chairman  
National Endowment for the Arts

*Jay W. Solomon*

Jay W. Solomon  
Administrator  
General Services Administration

Enclosures

THE WHITE HOUSE

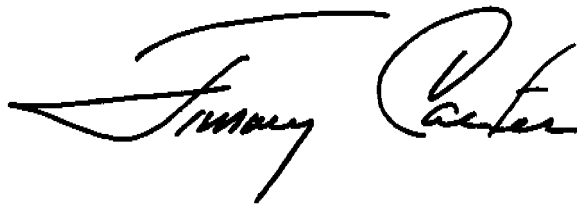
WASHINGTON

June 8, 1978

Good design can help us meet our commitment to improve the efficiency of government and ease public access to Federal agencies and programs. Pleasant, productive work settings; lively, inviting buildings and grounds and attractive, readable publications are all important ways to carry out this commitment and reaffirm our concern for the human side of government.

Some Federal agencies have already begun to improve architectural, interior and graphic design in their offices and programs. I am particularly pleased that these agencies have often been able to undertake these efforts with little or no additional funds and within existing administrative structures.

Co-sponsored by the National Endowment for the Arts and the General Services Administration, the Fourth Federal Design Assembly will highlight examples of improved Federal design and offer suggestions for ways to achieve it. I am certain that it will be a valuable step in a direction to which I remain firmly committed, and I urge all Federal agency heads to participate in its useful and rewarding work.

A handwritten signature in dark ink, appearing to read "Jimmy Carter". The signature is fluid and cursive, with a large, sweeping initial "J" and a distinct "Carter" at the end.



STATINTL

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

Fourth Federal Design Assembly

Federal Design Improvement Program  
National Endowment for the Arts  
Washington, DC 20506

STATINTL  
March 22, 1978

[REDACTED] Chief

Visual Information & Design Branch  
Room GH 08

STATINTL CENTRAL INTELLIGENCE AGENCY  
Washington, D.C. 20505

Dear [REDACTED]

On behalf of my colleagues at the National Endowment for the Arts, I would like to thank you for your interest in the Fourth Federal Design Assembly. Your enthusiasm and cooperation, particularly in helping to formulate a team of delegates from the CIA, are most appreciated.

I will be in touch with you in the near future with additional information. In the meantime, I am enclosing a Fact Sheet that we have worked up about the Assembly.

Please feel free to call if you have any additional questions or comments. We look forward to sharing a successful Design Assembly with you.

Sincerely,

*Amy Orlian*

Amy Orlian  
Facilitator  
Fourth Federal Design Assembly

AO:hm  
Enclosure

Fourth Federal Design Assembly  
Fact Sheet

Dates: Thursday and Friday, September 21 and 22, 1978

Place: The Pension Building, Washington, D. C.  
"F" and "G" between 4th and 5th Streets, N.W.

Purpose: To provide a better understanding of the design process and how to integrate it into federal decision-making and policy.

Focus: The Agency Team, key persons in government who have an impact on their agency's design, including the Assistant Secretary for Administration, Building Manager, Space Manager, Graphic Design Supervisor, Chief Editor, Procurement Officer, Architect, Printing Officer, Landscape Architect, Public Affairs Chief, Interior Designer, Historic Preservation Officer, and Professional Engineer.

Sponsor: The National Endowment for the Arts in cooperation with other Federal agencies.

Chairmen: Livingston Biddle, Chairman, National Endowment for the Arts; Jay Solomon, Administrator, General Services Administration

Audience: Over 800 government officials are expected. Also present will be representatives from Congress, from state agencies and organizations, from professional design societies, and industry.

Planning: The Assembly is being organized by a planning group with representatives from government and the design community.

Program: The program will involve an examination of federal design in areas of architecture and environmental planning, interior design and graphic and visual communications. Presentations will be made by teams responsible for developing and implementing successful design projects.

Events will also include exhibits and team assignments. Additionally, there will be informal forums, as well as a walking tour of Pennsylvania Avenue and the Old Post Office Building.

- 2 -

Fourth Federal Design Assembly  
Fact Sheet

Program: Participants will include outstanding government  
(cont.) design practitioners, notable architects, designers, media people, and administrators.

The The Federal Government is the largest consumer  
Agency and advocate of design in the United States.  
Team: Since various elements go into the creation and maintenance of good government design, the responsibility rests with many, not only the designers. Yet in many instances, the people in the process are not aware of how they influence each other or how they could work together to make their jobs easier and to achieve quality results.

This is the backdrop of the Fourth Federal Design Assembly. What will emerge is a confidence that by working together --- and through each person's exchange of their particular expertise --- the design problems in federal agencies can be solved in a way that is more efficient, economical and productive.

7/15/10

Fourth Federal Design Assembly  
Tentative Program

Thursday - September 21, 1978

Morning

8:30 - Preliminaries (Registration, etc.)

9:15 - Charge to Delegates  
William Marlin  
Stanley Abercrombie  
Mickey Friedman

Reply  
L. Biddle  
J. Solomon

10:00 - Grand Design for Pennsylvania Avenue  
Gerry Patten - Presenter  
Pennsylvania Avenue/Government team  
Q & A from audience

11:30 - Break/Tour instruction

11:45 - Bus and Walking Tour/Pennsylvania Avenue

Afternoon

12:30 - Luncheon  
at Pension Building

2:30 - Toward a Unified Design Policy  
Department of Transportation

3:00 - The Agency Team  
(Design conference theatre [5 minute presentation  
from Air and Space Museum on how team designs  
airplane] and general instructions on team  
discussions. "Getting to Know You.")

3:30 - Old Post Office Renovation  
General Services Administration Team/  
Arthur Cotton Moore/et al.  
Q & A from audience

5:15 - Dinner (on your own)  
Team Discussions

7:00 - Evening Activities  
Midnight Professional Lounges  
Exhibits  
Team Discussions

Fourth Federal Design Assembly  
Tentative Program

Friday - September 22, 1978

Morning

8:30 - Professional Lounges, Exhibits

STATIN

9:30 - New Directions for Government Interiors  
Nicholas Chaparos - Presenter  
Department of Commerce  
Federal Reserve Board  
General Services Administration

11:30 - Team Discussions

12:45 - Luncheon, Professional Lounges, Exhibits

Afternoon

1:45 - Profiles in Visual Communications  
Grant Smith - Presenter  
Slide Capsule: Agencies' Progress in Graphics  
In-depth focus:  
Environmental Protection Agency  
National Zoological Park

3:30 - Looking Beyond

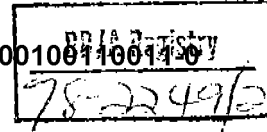
4:15 - Special Awards

5:00 - Reception for all Delegates - (wine and cheese)

Evening

~~8:00 - V.I.P. Reception at Zoo or  
Vice President's House~~

7 June 1978



MEMORANDUM FOR: Executive Officer, DDA

FROM : [REDACTED]  
Assistant General CounselSUBJECT : Request by the Fourth Federal Design Assembly for  
CIA Assistance

1. You have asked that this Office review the request of the Fourth Federal Design Assembly for certain CIA assistance. This rather simple, straightforward question suggests that there must be a rather simple, clear-cut answer. From the discussion below you will see that we found it rather complex. In summary, we can find no legal objection to the request but on the other hand, and equally important, we find that the Agency's authority to perform the requested assistance is not as clear-cut as it might be. We must therefore advise that while the Agency is not precluded from this type of assistance, the decision of whether or not to engage in the activity is a somewhat close one. And, if we go forward with the request, it would seem that such would be subject to the provisions of HR [REDACTED]

STATINT

2. From the materials you sent with your request for our review we gather that the Fourth Federal Design Assembly is sponsored by the National Endowment for the Arts in cooperation with other Federal agencies. The purpose of the Assembly is to provide a better understanding of the federal design (architecture, environmental planning, interior design, and graphical and visual communications) process and how to integrate it into Federal decision-making and policy. The ADDA and a delegation of eleven others from the Agency will attend the two day Assembly. The Assembly has requested Agency printing assistance which will cost an estimated \$7500. There is no indication that the Agency will be reimbursed for these costs and in fact you tell me that we do not expect to be reimbursed. On the other hand, there is also no indication that the Agency will be charged for the attendance of our twelve officers and employees to the Assembly. In reality the production of the Assembly is possible in large part because of the contributions (the assistance provided) of the various participating departments and agencies.

3. We can find nothing in the law, including the new Executive Order 12036 which would specifically prohibit the Agency from undertaking the requested assistance. On the other hand, and equally as important, the positive, specific authority is not as clear-cut as it might be. As you know,

basic to the philosophy of the Constitution is the notion that the branches of the Federal Government have no "natural" power, but only such power as provided by the Constitution itself. United States v. Solomon, 419 F. Supp. 358 (D. Md., 1976) aff'm. 563 F. 2d 1121 (4th Cir., 1977). In this regard, the various Federal executive departments and agencies possess only such powers as are expressly granted or follow by necessary implication. 77 Am. Jur. 2d, United States §49. These, of course, include those which Congress, pursuant to its constitutional authorities, grants through legislative action. It also includes those which the President, pursuant to his constitutional authorities, exercises through executive action.

4. We can find nothing in either the National Security Act of 1947, as amended, or the CIA Act of 1949, as amended, that could be cited as specific and direct authority for the Agency engaging in the requested assistance. However, Section 8 of the 1949 Act authorizes the Agency to expend funds "for purposes necessary to carry out its functions." Certainly it is true that the Agency, through the attendance of its twelve officers and employees at the Assembly, will further its function by being better equipped to perform our necessary design functions. Thus, there seems to be at least a thread of authority here. While it is probably not the strongest or most persuasive that one could hope for, it is certainly reasonable to cite this provision as an authority.

5. The President, pursuant to his authorities, has through Executive Order 12036, proclaimed that all the duties and responsibilities of the Agency shall be related to the intelligence functions of subsection 1-8 of the Order. Part 1-812 thereof authorizes the Agency to conduct such administrative and technical support activities within the U.S. as are necessary to perform its enumerated intelligence functions. If we can say that performing the requested printing is necessary for us to be able to better perform our necessary design support function then we can cite the authority of the Order as authorizing the requested assistance. While this proposition is a bit circuitous it is not, in our opinion, clearly unreasonable.

6. Lastly, one might cite one of two authorities of Title 31 as authority for the requested assistance. Section 686 of Title 31 provides, in pertinent part, that:

Any executive department or independent establishment of the Government, or any bureau or office thereof, if funds are available therefor and if it is determined by the head of such executive department, establishment, bureau, or office to be in the interest of the Government so to do, may place orders with any other such department, establishment, bureau, or office for materials...work, or services, of any kind that such requisitioned Federal agency may be in a position



to supply or equipped to render, and shall pay promptly by check to such Federal agency as may be requisitioned, upon its written request, all or part of the estimated or actual cost thereof as determined by such department, establishment, bureau, or office as may be requisitioned; but proper adjustments on the basis of the actual cost of the materials, supplies, or equipment furnished, or work or services performed, paid for in advance, shall be made as may be agreed upon by the departments, establishments, bureaus, or offices concerned....

One might argue that the attendance of our twelve officers could be considered our payment. That argument would in our opinion be tenuous, at best. While the statute (National Foundation on the Arts and the Humanities Act of 1965 - Pub. L. 99-209) that created the National Endowment for the Arts is not clear on the subject, the 1977/78 Government Manual states that the Endowment is an independent agency and thus, in our view, would probably be within the meaning of the term "independent establishment" of 31 U.S.C. 689. Notwithstanding, it seems clear that that section contemplates payment in some form of fund transfer rather than payment in services. While other constructions of this section might be attempted in order to argue that its authority covered the requested activity, because of the section discussed below this seems unnecessary.

7. Section 691 of Title 31 provides that:

Appropriations of the executive departments and independent establishments of the Government shall be available for the expenses of committees, boards, or other interagency groups engaged in authorized activities of common interest to such departments and establishments and composed in whole or in part of representatives thereof....


We believe that one can make a persuasive argument that the Assembly is such an interagency group--that is, it is composed of those in the Federal establishment engaged in Federal design activities. Clearly the Agency has a legitimate interest in and justifiable need to participate in such. It is our view that this section of Title 31 provides the strongest authority for the Agency to provide the requested assistance. It, together with the other authorities outlined above, seems adequate to justify our providing the requested assistance.

STATIN

DD/A Registry  
File *Buildings + Grounds* 3

STATINTL

Request for Approval to Provide P&PD Assistance  
to the Fourth Federal Design Assembly

  
Executive Officer/DDA

DD/A 78-2249/1

2 June 1978

General Counsel

We would like a quick review of this request from OGCR to provide photographic assistance to the Fourth Federal Design Assembly. All appropriate papers addressing the Assembly to be held in Washington on 21-22 September are attached. STATINT

Att

DD/A 78-2249; Memo to EO/DDA; dated 31 May 1978 from C/Visual Info & Design Br./CD/GCR/NFAC. Subject: Req for Approval to Provide P&PD Assistance to the Fourth Federal Design Assembly

Distribution:

Orig PRS - OGC w/att  
1 - DDA Chrono  
1 - DDA Subject STATINT  
1 - RFZ Chrono

EO/DDA ;se  
2 June 1978

STATINTL

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

31 May 1978

MEMORANDUM FOR: Executive Officer/DDA

FROM : Chief, Visual Information & Design Branch  
CD/GCR/NFAC

SUBJECT : Request for Approval to Provide P&PD Assistance  
to the Fourth Federal Design Assembly

1. The Fourth Federal Design Assembly will be held in Washington, D. C. on 21-22 September. CIA will be one of approximately 60 government agencies involved in the Assembly. Many of the agencies are helping in the program. CIA has been asked to contribute by supplying the printing of color photographs that are to appear in the delegate's notebooks. The Associate Deputy Director for Administration will head a delegation of twelve from CIA.

2. In a discussion with P&PD management the following estimates were provided: assuming approximately 200 slides (75% color), 50 - 8x10 1/2" pages, 1000 copies, one side printing only; and a one month lead time beginning 15 August, it would take approximately 250 manhours and cost \$7500. At this time P&PD does not see any problem in scheduling the job and getting reasonably good quality results.

3. Please coordinate this request with your office and the appropriate Agency officials and let me know the decision as early as possible. The National Endowment official making the request is Jerome Perlmutter, Federal Design Coordinator, Washington, D. C. 20506, tel. 634-4286. The National Endowment for the Arts has been very helpful to CIA in the past. Providing consultants at their expense for the CIA portfolio review in 1975, assistance in selecting a graphic consultant to NFAC, and advisors to the Public Affairs Office for Project Outreach.

STATINT

Attachments: Fact sheet  
Tentative program

31 May 1978

MEMORANDUM FOR: Executive Officer/DDA

FROM : Chief, Visual Information & Design Branch  
CD/GCR/NFAC

SUBJECT : Request for Approval to Provide P&PD Assistance  
to the Fourth Federal Design Assembly

1. The Fourth Federal Design Assembly will be held in Washington, D. C. on 21-22 September. CIA will be one of approximately 60 government agencies involved in the Assembly. Many of the agencies are helping in the program. CIA has been asked to contribute by supplying the printing of color photographs that are to appear in the delegate's notebooks. The Associate Deputy Director for Administration will head a delegation of twelve from CIA.

2. In a discussion with P&PD management the following estimates were provided: assuming approximately 200 slides (75% color), 50 - 8x10 1/2" pages, 1000 copies, one side printing only; and a one month lead time beginning 15 August, it would take approximately 250 manhours and cost \$7500. At this time P&PD does not see any problem in scheduling the job and getting reasonably good quality results.

3. Please coordinate this request with your office and the appropriate Agency officials and let me know the decision as early as possible. The National Endowment official making the request is Jerome Perlmutter, Federal Design Coordinator, Washington, D. C. 20506, tel. 634-4286. The National Endowment for the Arts has been very helpful to CIA in the past. Providing consultants at their expense for the CIA portfolio review in 1975, assistance in selecting a graphic consultant to NFAC, and advisors to the Public Affairs Office for Project Outreach.

STATINT

Request for assistance reviewed by Office of General Counsel which gave its concurrence.

STATINT

Attachments: Fact sheet  
Tentative program

APPROVED:

Deputy  
8 Ju

Administration

Fourth Federal Design Assembly

Federal Design Improvement Program  
National Endowment for the Arts  
Washington, DC 20506

STATINTL March 22, 1978

STATINTL Mr. [REDACTED] Chief  
Visual Information & Design Branch  
Room GH 08  
CENTRAL INTELLIGENCE AGENCY  
Washington, D.C. 20505

Dear [REDACTED]

On behalf of my colleagues at the National Endowment for the Arts, I would like to thank you for your interest in the Fourth Federal Design Assembly. Your enthusiasm and cooperation, particularly in helping to formulate a team of delegates from the CIA, are most appreciated.

I will be in touch with you in the near future with additional information. In the meantime, I am enclosing a Fact Sheet that we have worked up about the Assembly.

Please feel free to call if you have any additional questions or comments. We look forward to sharing a successful Design Assembly with you.

Sincerely,

*Amy Orlian*

Amy Orlian  
Facilitator  
Fourth Federal Design Assembly

AO:hm  
Enclosure

Fourth Federal Design Assembly  
Fact Sheet

Dates: Thursday and Friday, September 21 and 22, 1978

Place: The Pension Building, Washington, D. C.  
"F" and "G" between 4th and 5th Streets, N.W.

Purpose: To provide a better understanding of the design process and how to integrate it into federal decision-making and policy.

Focus: The Agency Team, key persons in government who have an impact on their agency's design, including the Assistant Secretary for Administration, Building Manager, Space Manager, Graphic Design Supervisor, Chief Editor, Procurement Officer, Architect, Printing Officer, Landscape Architect, Public Affairs Chief, Interior Designer, Historic Preservation Officer, and Professional Engineer.

Sponsor: The National Endowment for the Arts in cooperation with other Federal agencies.

Chairmen: Livingston Biddle, Chairman, National Endowment for the Arts; Jay Solomon, Administrator, General Services Administration

Audience: Over 800 government officials are expected. Also present will be representatives from Congress, from state agencies and organizations, from professional design societies, and industry.

Planning: The Assembly is being organized by a planning group with representatives from government and the design community.

Program: The program will involve an examination of federal design in areas of architecture and environmental planning, interior design and graphic and visual communications. Presentations will be made by teams responsible for developing and implementing successful design projects.

Events will also include exhibits and team assignments. Additionally, there will be informal forums, as well as a walking tour of Pennsylvania Avenue and the Old Post Office Building.

-2-

Fourth Federal Design Assembly  
Fact Sheet

Program:  
(cont.)

Participants will include outstanding government design practitioners, notable architects, designers, media people, and administrators.

The  
Agency  
Team:

The Federal Government is the largest consumer and advocate of design in the United States. Since various elements go into the creation and maintenance of good government design, the responsibility rests with many, not only the designers. Yet in many instances, the people in the process are not aware of how they influence each other or how they could work together to make their jobs easier and to achieve quality results.

This is the backdrop of the Fourth Federal Design Assembly. What will emerge is a confidence that by working together --- and through each person's exchange of their particular expertise --- the design problems in federal agencies can be solved in a way that is more efficient, economical and productive.



Fourth Federal Design Assembly  
Tentative Program

Thursday - September 21, 1978

Morning

- 8:30 - Preliminaries (Registration, etc.)
- 9:15 - Charge to Delegates                      Reply  
         William Marlin                      L. Biddle  
         Stanley Abercrombie                  J. Solomon  
         Mickey Friedman
- 10:00 - Grand Design for Pennsylvania Avenue  
         Gerry Patten - Presenter  
         Pennsylvania Avenue/Government team  
         Q & A from audience
- 11:15 - Break/Tour instruction
- 11:45 - Bus and Walking Tour/Pennsylvania Avenue

Afternoon

- 1:30 - Luncheon  
         at Pension Building
- 2:15 - Toward a Unified Design Policy  
         Department of Transportation
- 3:00 - The Agency Team  
         (Design conference theatre [5 minute presentation  
         from Air and Space Museum on how team designs  
         airplane] and general instructions on team  
         discussions. "Getting to Know You.")
- 3:45 - Old Post Office Renovation  
         General Services Administration Team/  
         Arthur Cotton Moore/et al.  
         Q & A from audience
- 5:15 - Dinner (on your own)  
         Team Discussions
- 7:00 - Evening Activities  
Midnight Professional Lounges  
         Exhibits  
         Team Discussions

Fourth Federal Design Assembly  
Tentative Program

Friday - September 22, 1978

Morning

8:30 - Professional Lounges, Exhibits

9:30 - New Directions for Government Interiors  
Nicholas Chaparos - Presenter  
Department of Commerce  
Federal Reserve Board  
General Services Administration

11:30 - Team Discussions

12:45 - Luncheon, Professional Lounges, Exhibits

Afternoon

1:45 - Profiles in Visual Communications  
Grant Smith - Presenter  
Slide Capsule: Agencies' Progress in Graphics  
In-depth focus:  
Environmental Protection Agency  
National Zoological Park

3:30 - Looking Beyond

4:15 - Special Awards

5:00 - Reception for all Delegates - (wine and cheese)

Evening

8:00 - V.I.P. Reception at Zoo or  
Vice President's House

STATINTL

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

I am pleased to accept the nomination as Assembly Delegate and will attend on September 21 and 22, 1978.

If you require special services please check:

☐ architectural access to facilities

☐ communication aides (Please specify)

☐ interpretive services

Name

Michael J. Malanick

Title

Associate Deputy Director for Administration

Agency or Affiliation

Central Intelligence Agency

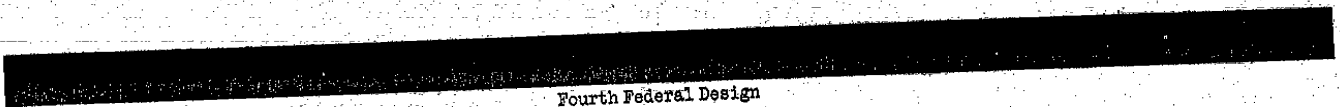
Address

Washington, D. C. 20505


Telephone #

STATINTL

Please return card by August 1, 1978.



Fourth Federal Design  
Assembly



Suite 201  
1826 Jefferson Place, N.W.  
Washington, D.C. 20036



# **Federal Design Matters**

An exchange of  
information and  
ideas related to  
federal design

National  
Endowment  
for the Arts

Issue no. 15  
August 1978

## **Fourth Federal Design Assembly Pension Building, Washington, D.C. September 21 and 22 Theme: The Agency Team**

*"... The Fourth Federal Design Assembly will highlight examples of improved Federal design ... I urge all Federal agency heads to participate ..."*  
Letter from President Carter  
Text on page 2

*Preparation: Using federal supplies to build a showcase for design exhibits (page 3).  
Assembly program: Measuring progress and setting goals (page 4).*

*Vindicated by history, shrouded in legend, sought for a new mission, the red-brick Pension Building is a fitting site for the Assembly (page 5).*



To encourage positive response to the Assembly's emphasis on the need for harmonious working relationships among the administrators and designers, Assembly sponsors will

assign each Federal team its own table for the proceedings. This illustration depicts a typical agency team taking part in one of the scheduled informal discussion sessions.

THE WHITE HOUSE  
WASHINGTON

June 8, 1978

Good design can help us meet our commitment to improve the efficiency of government and ease public access to Federal agencies and programs. Pleasant, productive work settings; lively, inviting buildings and grounds and attractive, readable publications are all important ways to carry out this commitment and reaffirm our concern for the human side of government.

Some Federal agencies have already begun to improve architectural, interior and graphic design in their offices and programs. I am particularly pleased that these agencies have often been able to undertake these efforts with little or no additional funds and within existing administrative structures.

Co-sponsored by the National Endowment for the Arts and the General Services Administration, the Fourth Federal Design Assembly will highlight examples of improved Federal design and offer suggestions for ways to achieve it. I am certain that it will be a valuable step in a direction to which I remain firmly committed, and I urge all Federal agency heads to participate in its useful and rewarding work.

Text of a letter by President Carter that accompanied invitations to delegates to the Fourth Federal Design Assembly.

## Assembly to focus on *The Agency Team*

The Fourth Federal Design Assembly, September 21 and 22, will emphasize teamwork, and the 800 delegates will know it the minute they take their seats beneath the towering Corinthian columns of the Pension Building's inner courtyard, scene of the assembly's major events.

The delegates will sit as teams, at tables designated for each of the agencies participating in the meeting. These teams, of 6 to 14 members each, will constitute the major segment of the audience for formal presentations about outstanding examples of design in government. Occupants of each table will also have time to participate in discussions and problem-solving exercises among themselves.

"The agency team, as envisaged under this program, is made up of all the people required for carrying out all types of design, including on the team approach to the design process," said Jerry Perlmutter, director of the assembly.

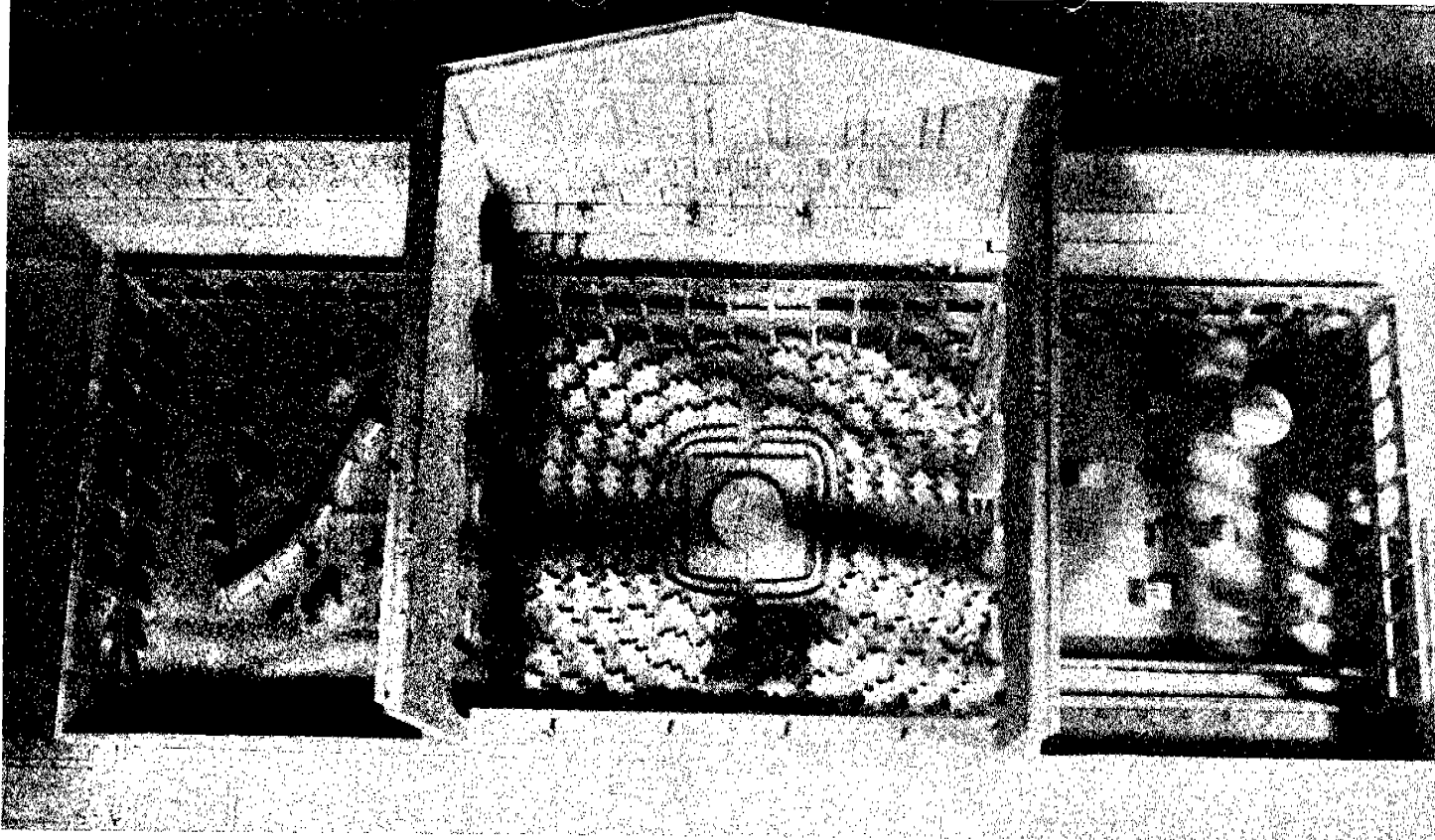
Perlmutter, Federal Graphics Coordinator at the Endowment, added:

"The agency team, as envisioned under this program, is made up of all the people required for carrying out all types of design, including interior and graphic design, architecture, landscape and environmental planning. It is made up of people with a diversity of skills, including many who are not designers *per se*. Actually, in many instances, participants in the process are not aware of how their work influences that of their colleagues or how they might work together more closely to make their own jobs easier and to make the total effect of agency effort greater than the sum of each person's individual contribution.

"It will be the primary purpose of the Fourth Federal Design Assembly to foster this synergistic effect. Each participant should leave with a better understanding of the federal design process and how to integrate it into federal decision making and policy."

Key parts of the program will be presented by federal agency teams—teams responsible for developing and carrying out successful design programs. Other features will include remarks by widely known architects; graphics, interior, and industrial designers; public affairs officials and administrators. The delegates and visitors will tour Pennsylvania Avenue on foot and by bus, visit exhibits, and take part in informal forums. (A complete description of the program is on page 3.)

Attendance by delegates is by invitation, but others interested in information about provisions for attending as visitors may phone (202) 857-0022 or 634-4286.



Major areas to be used by delegates to the Assembly are shown in this cutaway model of the Pension Building.

## Exhibits to display work in all phases of design

Relying almost exclusively on materials and products that can be ordered from the government's comprehensive Federal Supply Schedule, a host of people with diverse skills is working to compete a dynamic setting for the Fourth Federal Design Assembly.

Occupying center stage in the 93-year-old Pension Building's interior court will be the stage itself. Grouped around it, arena style, will be tables for the delegates. Visitors will be seated in rows of chairs on the perimeter of the delegate area. Screens mounted on opposite sides of the court will provide unobstructed views of audio-visual presentations for all parts of the audience.

A scale model of the Pension Building built by Tom Bay helps facilitate decisions about seating arrangements, placement of exhibits, and other uses of space.

By mid-summer the number of exhibits completed or planned had grown to nine. Plans for still others were tentative. Among those for which plans are firm will be an exhibit that traces the legislative history of the 1976 Public Buildings Cooperative Use Act, legislation based on research and policy analysis by the National Arts Endowment's Task Force on Federal Architecture. The law authorizes the General Services Administration to make available in new and rehabili-

tated federal buildings space for appropriate commercial concerns. It also provides for adaptation of existing buildings of local historic, architectural, or cultural significance for use by federal agencies. The exhibit will illustrate ways in which GSA applied the act in both old buildings and new construction.

Other exhibits will include a display of graphic designs of federal agencies that have adopted new standards for all their work; examples of New York designer Massimo Vignelli's formats for Senate documents; a display that reviews the state of the art for determining legibility and readability of type, and a 65-foot-long "fence" on which will be mounted documents produced by the Government Printing Office during a six-day period.

These exhibits, some built to travel for display elsewhere, were designed and mounted by Stephanie Comella under the direction of designer Nicholas Chaparos, the Endowment's coordinator of design information and education. An exhibit about Pennsylvania Avenue and a model of the planned renovation of the Old Post Office will also be featured in the assembly's exhibit area.

The Pension Building will remain open until midnight on the first day of the Assembly to give delegates and the public additional opportunities to view the exhibits and to permit delegates to use the building for informal discussions.

## Assembly handbook—a unique working tool

A handbook prepared especially for the Fourth Federal Design Assembly will be used as a workbook and discussion guide in some of the sessions and serve as a reference source after the assembly. Each delegate will receive a copy.

The handbook contains the eight case studies presented at the assembly which document successful design processes used by federal-agency designers or administrators.

Each study defines the problem and gives the solution, outlines obstacles the principal participants faced, and evaluates the results.

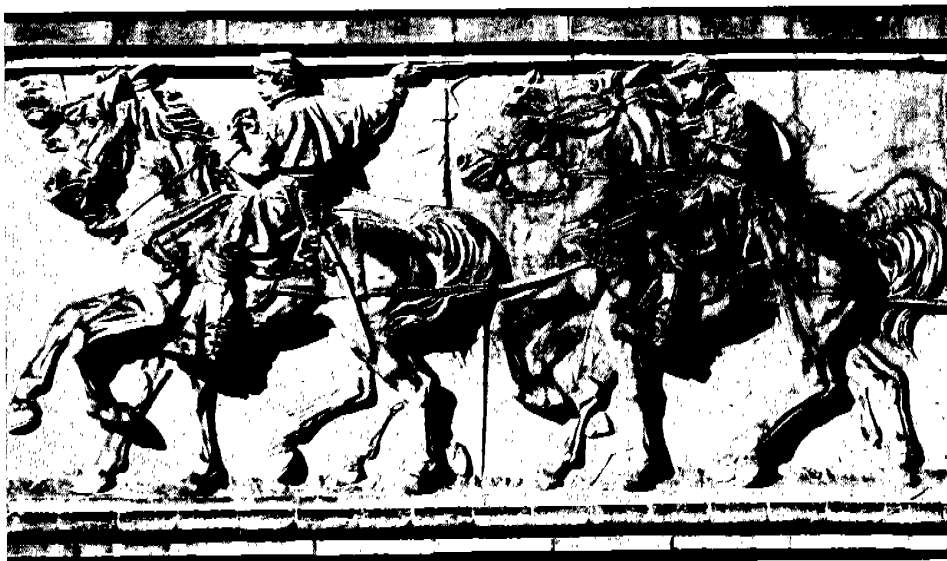
Another section presents typical problems encountered in government, along with possible solutions. Delegates will be encouraged to add their own problems and solutions and to send "unsolved" problems or questions to a Design Action Line, which the Arts Endowment will maintain as a follow-up to the assembly.

The assembly handbook was prepared under the direction of Mack Rowe, chief of graphic communications of the Federal Reserve Board. John Maxwell Hamilton was





Commonly interpreted as depicting Union forces on the march, a 3-foot band of terra cotta relief extends 1200 feet around the building between the first and second floors.



This close-up shows details of the frieze, the work of sculptor Casper Buberl, who also molded the muses for the old Metropolitan Opera House in New York City.



This photograph looks upward to the roof of the Pension Building, showing not only its classic details—the capital of one of the 76-foot-high columns and an elegantly decorated arch—but the clerestory windows that so efficiently light and ventilate the building.

## The Assembly in Brief

**Co-chairmen:** Livingston L. Biddle, Jr., and Jay Solomon

**Dates:** September 21 and 22, 1978

**Place:** Pension Building, 4th and G Streets, N.W., Washington, D.C. (Judiciary Square Metro Station)

**Hours:** September 21, 8:30 a.m.-5:15 p.m. (The Pension Building will be open until midnight for delegates and others to view exhibits, hold discussions, meet special guests.)

September 22, 8:30 a.m.-4:00 p.m. (Reception follows adjournment.)

**Delegates:** Teams from 60 agencies. Teams are made up of the following job categories: Chief Administrative Officer, Building Manager, Space Manager, Graphic Design Supervisor, Chief Editor, Procurement Officer, Architect, Printing Officer, Landscape Architect, Public Affairs Chief, Interior Designers, and Professional Engineer

For further information, call 857-0022 or 634-4286

## Assembly site: a building with a past and a future

Once a way station to shelter upwardly mobile agencies while they waited for more modern quarters, the red-brick Pension Building in Washington's Judiciary Square has become a highly valued national asset.

Early this year a national committee of prominent citizens proposed that the 93-year-old building be made a National Museum of the Building Arts. The proposal calls for permanent and changing exhibitions, an extensive nationwide public education program, and research services.

"To advance the national goal of a suitable living environment for every American," said the committee, "the museum should be established by Congress."

In April, Maryland Senator Charles Mathias introduced a bill, co-sponsored by nine other senators, to carry out this recommendation.

Delegates to the Fourth Federal Design Assembly will be able to examine at close range features of the building that prompted the committee to choose it as the ideal site for a museum of building.

The massive building was completed in 1885 as a memorial to Civil War Veterans and as headquarters of the Pension Bureau, an agency that processed more than \$8 billion in payments to veterans of four wars and

## Planners for the Design Assembly

Planning for the Fourth Federal Design Assembly began in the Arts Endowment almost a year ago under the direction of Jerry Perlmutter and coordinated by Joan Shantz.

Committee members are Nicholas Chaparos, Birch Coffey, Lois Craig, Lani Latin Duke, Mickey Friedman, Kay George, Roy Knight, Kay Lautman, Bill Marlin, Alan Marra, Gerald Patten, Bob Peck, Mack Rowe, Grant Smith, Peter Smith, Erna Striner, and Burt Woolf.

Among those assisting the planners are Tom Bay, Bill Bonnell, Joan Campbell, Elizabeth Darr, Susan Mullendore, and Amy Orlian.



Looking west on Pennsylvania Avenue past proposed new plazas, this photograph shows Washington's Old Post Office, one of the landmarks on a walking tour of the Avenue that Assembly delegates will take.

## Program: Integrating design into federal policy

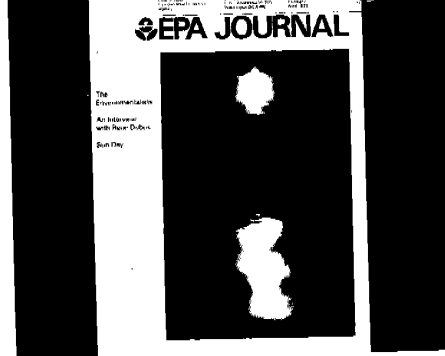
The Fourth Federal Design Assembly will start with charges to the 800 delegates by the editors of three of the nation's major design journals and end with an address by the federal government's chief advocate of arts activities, Joan Mondale.

In the 36 hours between these two events the delegates will review strides made in the quality of federal design and measure the distance agencies must yet travel to reach optimum excellence.

The charges will be delivered by William Marlin of *Architectural Record*; Stanley Abercrombie of *Contract Interiors*, and Mildred Friedman of *Design Quarterly*. The assembly co-chairmen, Livingston Biddle, chairman of the National Endowment for the Arts, and Jay Solomon, administrator of the General Services Administration, will reply to the charges.

Attention will then turn to design of monumental scale. Gerald Patten, a planner for the National Park Service, and architect Leland C. Allen, director of Design for the Pennsylvania Avenue Development Corporation, will direct a discussion of "The Grand Design for Pennsylvania Avenue." Allen will begin the session with a description of the organization and operation of the Corporation, a quasi-government body established to coordinate the complex public and private transactions required to revitalize the street that French landscape designer Pierre L'Enfant envisioned as the ceremonial axis between the Capitol and the White House.

The planners and designers working with PADC will outline the process for carrying out the master plan for the avenue, a scheme that is the culmination of some 16 years of studies, surveys, and public discussion. Others expected to take part in the presentation are landscape architect Hideo Sasaki, Sasaki Associates, Inc.; Jerome Lindsey, AIA, representing Jerome Lindsey Associates and M. Paul Friedberg and Partners; and John Rauch, AIA, representing George Patton, Inc., and Venturi and Rauch.



The renovated graphic design studio in the basement of the Federal Reserve Board building.

After the presentation, buses will take the delegates to Pennsylvania Avenue. They will divide into smaller groups for walking tours of parts of the street that will figure most prominently in the redesign. Docents of Architours, a non-profit firm that presents urban architectural tours, will guide each group to such landmarks as the old Post Office and the Willard Hotel.

The Pennsylvania Avenue session was planned under the leadership of Joan Shantz of the Arts Endowment, who is also planning coordinator for the whole assembly.

The delegates will return to the Pension Building where, after lunch, they will discuss a report of a Task Force on Design, Art and Architecture in Transportation. In announcing the adoption by his department of this unified design policy, Transportation Secretary Brock Adams hailed it as a policy "that coordinates improvements in transportation systems with increments in the quality of life" (FDM, November, 1977). DOT's Martin Convisser will lead the discussion.

Before the next presentation each agency will have time to discuss issues that interest its members. An assembly handbook, to be given to each delegate, is designed to facilitate these discussions. Conceived and developed by Mack Rowe of the Federal Reserve Board, it includes case studies of design problem-solving. (See page 4.)

The delegates will be called back into plenary session to hear a report on renovation of the Old Post Office by a team from the General Services Administration and representatives of the joint venture firms of Arthur Cotton Moore Associates; McGaughy, Marshall and McMillan; and Associated Space Design, Inc. GSA is supervising the renovation and Moore is the spokesman for the architect-engineer team selected in a 1977 competition to design changes for the Richardsonian Romanesque structure—Washington's best and last major representation of this late 19th century style. Plans for this segment of the program were developed by a committee led by the Arts Endowment's Lani Lattin Duke.

After dinner the delegates and their agency colleagues will be encouraged to return to the Pension Building to take part in

informal discussions or to view the exhibits.

When the assembly reconvenes at 9:30 a.m. Friday, September 22, Nicholas Chaparos, the Endowment's coordinator of Federal Design Information and Education, will provide a brief overview of "New Directions for Government Interiors." After this overview, representatives of three federal agencies will discuss progress on three exemplary projects.

Louise Wiener, special assistant to the Secretary of Commerce for Cultural Resources and others from the Commerce Department, will discuss an interior-design process under way there that some designers regard as a potential pilot model for restoration and preservation of government buildings. Mack Rowe and his colleagues at the Federal Reserve Board will tell how they transformed cast-off basement space into a quality environment for offices and studios. David Dibner, assistant commissioner for construction management at GSA's Public Building Service will lead a meeting on stage of the GSA team that has been planning the renovation of a wing at GSA headquarters.

After another round of agency-team discussions and lunch, Pittsburgh graphics designer Grant Smith will narrate a slide presentation that will trace progress in visual communication in a number of government agencies which are using design as a management tool. He will be followed by Thomas F. Williams, Deputy Director of Public Awareness for the Environmental Protection Agency, and his colleagues who will describe that agency's efforts to improve communication with the public.

The visual communication segment, planned under the direction of Kay George, assistant coordinator of Federal Graphics for the Endowment, will end with a presentation by National Zoo Director Theodore Reed and his associates about the Zoo's design program.

To conclude the assembly, Mrs. Mondale will assess the gains made in the quality of design in government and show how these advances contribute to the total quality of life of American citizens.

All delegates are invited to a reception to be held immediately after adjournment.

## Special Assembly Event

### Groundbreaking ceremony to mark renovation of Old Post Office

September 21, 1:00 p.m.

Front of Old Post Office immediately following delegates' tour of Pennsylvania Avenue



1/09/01 : CIA-RDP81-00142R00010011-0

their widows. Even before the building was completed, its colonnaded inner court was the scene of the inaugural ball for the first term of President Grover Cleveland. It was the first of nine inaugural balls held in the spacious court, the latest being a ball held for President Jimmy Carter and Vice-President Walter F. Mondale.

The building contains approximately 150,000 square feet of usable space in its three major floors and a fourth smaller one. Its two tiers of clerestory windows rise above the fourth level under a gable roof that peaks at 148 feet above street level.

Delegates to the Fourth Federal Design Assembly will be seated in that same court, described by the authors of the museum proposal as "a breathtaking space marked by eight 76-foot-high Corinthian columns, surrounded by four tiers of galleries, and pleasantly lighted by clerestory windows." The words are those of architectural and urban design critic Wolf Von Eckardt and researcher Cynthia R. Field, who call the building "a successful 19th century fusion of classical design and machine-age technology."

As they approach the structure in Washington's Judiciary Square, delegates will note the striking terra cotta frieze that extends 1,200 feet around the exterior of the building between the first and second floors (see top of page). The work of Bohemian-American sculptor Casper Buberl, the bas-relief depicts soldiers and sailors, presumably members of Union forces.

In the years immediately after its completion, the building was not universally admired. Its designer was U.S. Quartermaster General Montgomery Meigs, who specified red bricks (2½ million were used) for its construction, making it fire resistant. This was an unusual technological achievement for that period, but it gave rise to some caustic comments from the building's detractors. Told of the building's fireproof construction, General Philip H. Sheridan is reported to have replied, "What a pity!"

Sheridan made the remark, according to legend, at Cleveland's inaugural ball, where Buffalo Bill Cody was the center of attention. The old Indian fighter's presence is linked to still another legend, one that has been traced to an experience of a Pension Building night-watchman some 30 years later. In

the light of his gas lamp, the guard stared in disbelief at an image that formed on one of the columns, then finished to resemble onyx. The outline of an Indian began to form in the veins of the fake stone. Further down the column he saw a buffalo head.

He dismissed the experience, convinced he had dreamed the whole thing. But the next day the strange profiles were still there. The morning papers reinforced his sense of awe. There on page one was a story about the death the night before of Buffalo Bill Cody.

These were not the only apparitions to appear in the columns. Another guard saw the outline of a skull. A 1920 newspaper article reports a visitation by profiles of George and Martha Washington. One night-watchman fled the building in panic, reporting that a horse almost rode him down.

Many were convinced at the turn of the century that the building was frequented by the ghost of "Corporal Tanner." The title was applied to a veteran of the Civil War who had lost both feet in combat and who, while serving as a shorthand clerk in the Bureau of Ordnance, was pressed into service to record accounts of President Lincoln's assassination. James Tanner, after having made many public appearances to recount his experiences during the Lincoln death watch, became a commissioner of the Pension Board. Tanner's visitation to the building,

legend holds, had little to do with affairs of the Pension Board. Robert Lincoln, as Secretary of War in the 1880s, had approved plans for the building. At about the same time a conspiracy theory about President Lincoln's assassination had gained wide currency. There were some who believed that the President's son had persuaded General Meigs to hide documents that would have shed light on the conspiracy theory in the voluminous hollow columns of the building, fearing that the "truth," coming on the heels of the bloody Civil War, would destroy the republic. Some think Tanner, who knew some of the details, was eternally drawn back to the building in search of evidence.

None of the Design Assembly delegates is likely to let any of these bizarre accounts keep them from taking a careful look at this remarkable example of federal design—a building that inspired Von Eckardt and Field to declare: "Although almost a hundred years old, it set an example for building in the future."

Acknowledgments:  
Coordinator, Design Information and Education:  
Nick Chaparos  
Ass't Coordinator, Federal Graphics:  
Catherine F. George  
Editor/Writer: Simpson Lawson  
Research: Tom Bay  
Photos: Michael Bruce, Robert C. Lautman  
Illustration: Bill Bonnell, Angeline V. Culfogienis

Postage and Fees Paid  
National Foundation on the Arts  
and the Humanities



National Endowment  
for the Arts  
Washington, D.C.  
20506

Official Business

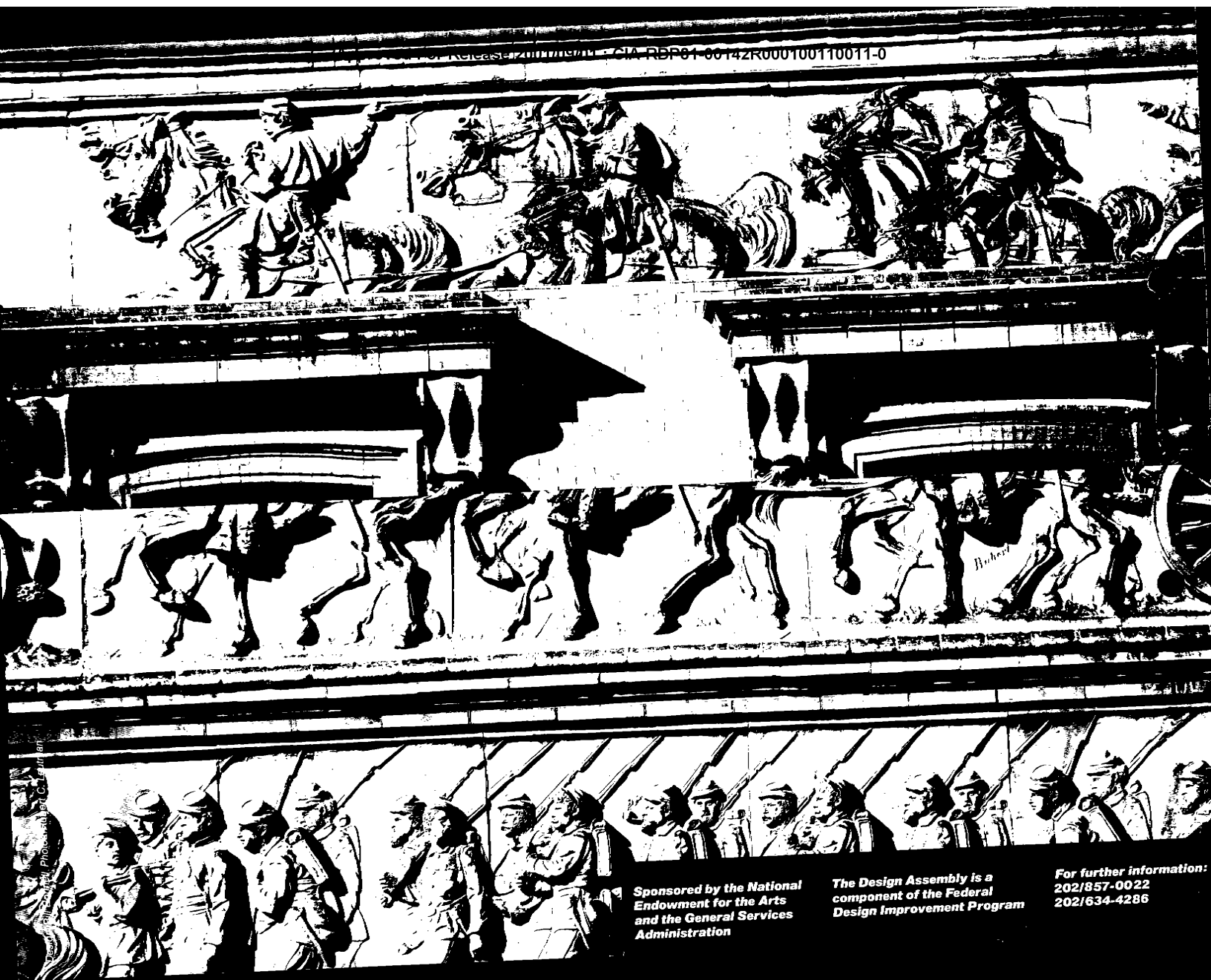
7D18

000339 W CIA  
JOHN F BLAKE  
DEPUTY DIR MGT & SVCS \*  
CENTRAL INTELLIGENCE ACY\*  
7D26  
WASHINGTON OC 20505

U. S. GOVERNMENT PRINTING OFFICE : 1978 O - 269-314

Notice: Use of funds for printing this publication approved by the Director of the Office of Management and Budget.  
For sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402—  
Price 75 cents (single copy) Subscription Price: \$3.00 per year; 75 cents additional for foreign mailing.

Approved For Release 2001/09/01 : CIA-RDP81-00142R00010011-0



For Release Pursuant to E.O. 13526 CIA-RDP81-00142R000100110011-0

Sponsored by the National  
Endowment for the Arts  
and the General Services  
Administration

The Design Assembly is a  
component of the Federal  
Design Improvement Program

For further information:  
202/857-0022  
202/634-4286

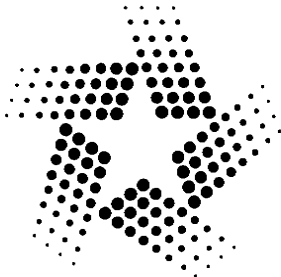
Approved For Release 2001/09/01 : CIA-RDP81-00142R000100110011-0

Fourth Federal Design Assembly  
Federal Design Improvement Program  
National Endowment  
for the Arts  
Washington, DC 20506

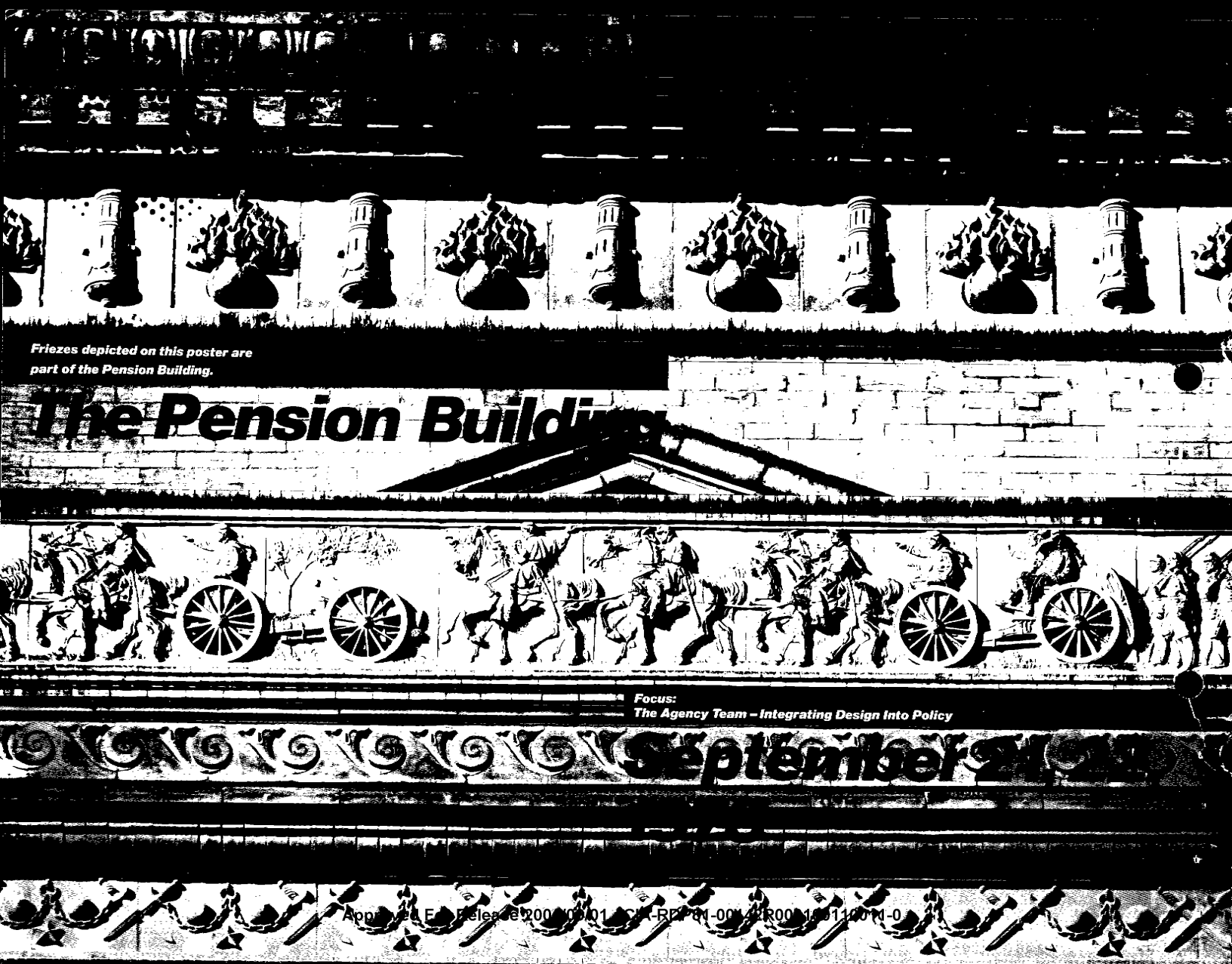
Postage  
and Fees  
Paid  
National  
Endowment  
for the Arts



Official Business



000339 W CIA  
JOHN F BLAKE  
DEPUTY DIR MGT & SVCS \*  
CENTRAL INTELLIGENCE ACY\*  
WASHINGTON 7026  
DC 20505



Friezes depicted on this poster are  
part of the Pension Building.

# The Pension Building

Focus:  
The Agency Team - Integrating Design Into Policy

## September 21, 2001